

# SCHOOL NUTRITION PROGRAM RESPONSIBILITIES

Please use this list to determine who is responsible for each area of your Child Nutrition Program(s).

Name of Person  
Responsible

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## 1. Online Contract/Policy Statement

### Responsibilities

- Submit online contract/policy statement **each year** prior to the beginning of the school year
- Access CARS report to retrieve the commodity entitlement value from second preceding school year and enter it into online contract **each year**, if applicable
- Make changes to the online contract as necessary throughout the school year
- Ensure current vendor contract, Food Service Management Company (FSMC) contract, or joint agreement has been submitted to DPI, if applicable
- To determine eligibility for Severe Need Breakfast reimbursement, enter the number of Free, Reduced Price, and Paid lunches served at each participating school during the second preceding school year on Schedule A of the online contract (*please note: new programs may not be eligible for Severe Need reimbursement initially*)

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## 2. Public Release

### Responsibilities

- Submit public release to local/community media outlets and local grassroots organizations at beginning of **each** school year. Also submit to any major local employers contemplating layoffs, if applicable
- Document when and where the public release was submitted and keep these records on file for three years plus the current school year

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## 3. Free and Reduced Price Meals Application Process (“Determining Official”)

### Responsibilities

- Print new/updated application materials from DPI’s website after July 1 **each year**
- Print new/updated Income Eligibility Guidelines from DPI’s website after July 1 **each year**
- Print new/updated reimbursement rates from DPI’s website after July 1 **each year**
- Distribute application materials to all households after July 1 **each year**
- Review applications received from households to make sure complete
- Follow up with households to obtain or clarify information, if necessary
- Determine who is eligible for free and reduced price meals
- Inform households **approved** for free and reduced price meals of eligibility status
- Inform households **denied** for free and reduced price meals of eligibility status and right to apply/reapply
- Create benefit issuance list

- Make changes to benefit issuance list as needed throughout the school year
  - Keep track of students' carryover of eligibility from previous school year
  - Ensure increases in eligibility status are made within 3 operating days
  - Ensure decreases in eligibility status are made within 10 operating days
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#### **4. Direct Certification Process**

##### **Responsibilities**

- Go to the web-based Direct Certification system website:  
<https://www.dwd.state.wi.us/dcfdirectcert/>
  - Click on the link to request access to the new Direct Certification system (each user only needs do this one time)
  - Create a DWD/Wisconsin Logon and Password to access the system
  - Complete the Direct Certification Web Access Request form and fax to Department of Children and Families (DCF) Security
  - Print and review the Direct Certification Instruction manual
  - Create student file (list of **all enrolled** students)
  - Log in to the web-based Direct Certification system to transfer student file to DCF for matching with State's database at least three times per school year: at or around the beginning of the school year (after July 1), three months after the first match, and six months after the first match.
  - Keep matched student files on file for three years plus the current school year
  - Extend free meal/milk benefits to all other children in the household if one or more children in the household are determined eligible for free meals/milk via Direct Certification ("Determining Official")
  - Ensure all students who are eligible for free meals/milk based on the Direct Certification process are added to the Benefit Issuance list ("Determining Official")
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## **5. Menu planning/meal patterns/nutrient analysis**

### **Responsibilities**

- Ensure each meal meets meal pattern requirements
- Ensure weekly requirements are met for fruits, vegetables, meat/meat alternate, and grains (if applicable)
- Ensure at least two low fat or fat free milk types are offered to each student at breakfast and lunch
- Ensure Offer vs. Serve is implemented properly (if applicable)
- Ensure meals meet nutrition standards set forth by USDA and DPI
- Ensure all required food items/components are available to all students
- Complete and/or maintain production records/transport slips daily and keep on file for three years plus the current school year
- Ensure copies of all crediting materials used to determine how a food item contributes to the meal pattern (e.g. Child Nutrition (CN) labels, signed manufacturer specification sheets, etc) are kept on file for three years plus the current school year
- Track students with special dietary needs and ensure those requiring substitutions have a physician's statement on file
- Ensure the USDA Milk Substitution Rule is being followed for non-disabled students who cannot consume fluid milk
- Ensure that foods of minimal nutritional value (FMNV) are prohibited in the food service area during designated meal periods

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## **6. Point of Service (POS)**

### **Responsibilities**

- Ensure each serving line provides an accurate count by eligibility category at the point of service
  - Ensure all observed meals claimed for reimbursement contain the required number of food items
  - Ensure that daily meal counts are taken at the end of the serving line after each student has taken all required food items, including milk (*Please note: DPI approval is needed before taking meal counts elsewhere*)
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## 7. Claiming

### Responsibilities

- Prior to submitting the claim for reimbursement **each month**:
    - Complete edit check form **each month**
    - Calculate the attendance factor/attendance adjusted eligibles **each month**
    - Investigate any questionable meal counts
    - Correctly combine and record meal count totals
  - Submit monthly claim online by established claiming deadlines
  - To determine eligibility for Severe Need Breakfast reimbursement, track the number of Free, Reduced Price, and Paid lunches served at each participating school during the second preceding school year
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## 8. Food Safety Program

### Responsibilities

- Develop food safety plan
  - Implement food safety plan
  - Maintain food safety records
  - Ensure food service employees receive ongoing food safety training and keep records of such training on file for three years plus the current school year
  - Regularly update food safety plan
  - Ensure that each site in which meals are prepared and/or served receives two health/food safety inspections per year
  - Ensure that the most recent health/food safety inspection report is posted in a location that is visible to the public and that a copy is provided upon request
  - Ensure that any requests sent to the city/county health department for health/food safety inspections are documented
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## 9. Procurement

### Responsibilities

- Ensure school agency practices free and open competition for every purchase made using school food service program funds
  - Follow all state and federal procurement practices for both formal and informal procurement
  - Submit Invitations for Bid and/or Requests for Proposals for Food Service Management Companies (FSMC) to DPI for review prior to issuance
  - Obtain approval from DPI for all amendments to FSMC contracts and/or for FSMC contract renewals
  - Retain documents to show school agency obtained the desired quality of products and services at the lowest prices (including, but not limited to Requests For Proposals, Invitations For Bids, bid awards, price quotations, price comparisons, product specifications, code of conduct, etc)
  - Submit vendor, FSMC, or joint agreement contract to DPI
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## 10. Wellness Policy

### Responsibilities

- Recruit members of the wellness policy committee
  - Assist with development of wellness policy
  - Assist with implementation of wellness policy
  - Maintain wellness policy records and keep on file for three years plus the current school year
  - Regularly evaluate and update wellness policy
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## 11. Water Availability

### Responsibilities

- Make potable water available to children at no charge during meal service in the location where meals are served
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## 12. Verification Process (“Verifying Official”)

### Responsibilities

- Print and review verification forms and instructions on DPI’s website
  - Determine how many free and reduced price meal applications were **approved** on or before October 1 (excluding applications for households that have been determined eligible for free meals/milk via the Direct Certification process on or before October 1)
  - Calculate how many free and reduced price meal applications need to be verified
  - Select applications that need to be verified
  - Have Confirming Official conduct confirmation reviews on applications selected for verification
  - Send notification letter (“*We must check your application*”) to households selected for verification
  - Review documents submitted by households selected for verification
  - Follow up with households to obtain or clarify information, if necessary
  - Determine if any eligibility status changes are needed as a result of verification
  - Send letters (“*We have checked your application*”) to households selected for verification to let them know the results
  - Make any necessary changes to benefit issuance list as a result of verification
  - Submit Verification Summary Report online by November 15
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### 13. Civil Rights

#### Responsibilities

- Complete Civil Rights Compliance Self-Evaluation form **each year** by October 31
  - Ensure “...*And Justice For All*” poster is displayed in a prominent place
  - Ensure the nondiscrimination and privacy act statements are included on all appropriate program materials
  - Establish a system to collect student racial and ethnic data on an annual basis
  - Ensure reasonable steps are taken to provide foreign language translations to those needing them
  - Ensure procedures are in place to receive complaints alleging discrimination
  - Ensure admission procedures do not restrict minority persons from enrolling in school or participating in the Child Nutrition Programs
  - Ensure all students are allowed equal opportunities to participate in the Child Nutrition Programs and all participants are treated in the same manner
  - Ensure accessibility by handicapped persons
  - Ensure that student eligibility status (F, R, Pd) is not overtly identified
  - Ensure regulations are followed for the disclosure of free and reduced price information to specific programs and/or individuals
  - Ensure front line staff receive civil rights training on an annual basis and keep records of such training on file for three years plus the current school year
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### 14. Financial Management

#### Responsibilities

- Keep records/ledgers that support all revenues and expenditures for the food service program
  - Ensure food service program is non-profit and that all revenues are used solely for program purposes
  - Keep documentation which shows that all revenue from the sale of non-program foods accrues to the non-profit food service account
  - Keep documentation which shows that non-program foods are priced according to USDA requirements
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### 15. Annual Financial Report (AFR)

#### Responsibilities

- Gather financial records that support the annual report of all revenues and expenditures for the food service program for the prior school year
  - Submit Annual Financial Report online **each** year by August 31
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## **16. Paid Lunch Equity (PLE)**

### **Responsibilities**

- Keep records documenting efforts to meet paid lunch pricing requirements by completing the PLE tool.
  - Submit PLE report online to DPI on an annual basis..
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## **17. FNS-10 Report**

### **Responsibilities**

- Report enrollment and number of children approved for free and reduced price meals as of the last operating day in October - **The October lunch claim may not be entered online until the FNS-10 online report has been completed accurately and successfully submitted to DPI.**
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## **18. On-site Monitoring Form**

### **Responsibilities (*if applicable*)**

- Complete On-Site Monitoring form (if applicable) prior to February 1 **each** year
  - Develop a corrective action plan if necessary
  - Conduct follow-up after 45 days to ensure corrective action was implemented
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## **19. USDA Foods**

### **Responsibilities**

- Place order for USDA Foods for upcoming school year during annual ordering period (ordering period varies annually)
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## **20. Recordkeeping**

### **Responsibilities**

- Ensure all program records are maintained for three years plus the current year
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## 21. After School Care Snack Program (ASCSP)

### **Responsibilities (if applicable)**

- Ensure students are engaged in a structured, organized, and supervised environment that includes educational or enrichment activities after regular school day hours
- Ensure snacks are claimed only for days that school is in session
- Ensure snacks being served meet the meal pattern requirements for snacks
- Complete and maintain production records for snacks and keep on file for three years plus the current school year
- Maintain program participation records and keep on file for three years plus the current school year
- Complete snack program monitoring form at least two times per school year

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## 22. Special Milk Program (SMP)

### **Responsibilities (if applicable)**

- Submit SMP contract to DPI (only if not in lunch program) or indicate participation on online contract
- Ensure a physician's statement is on file for any student who requires a substitution in place of milk because of a disability. For non-disabled students that require a milk substitution, a beverage that is nutritionally comparable to milk must be offered.
- Ensure pasteurized milk is being served outside of the school's breakfast and/or lunch periods
- For schools that also participate in other Child Nutrition Programs, ensure that only those students in half-day session preschool or kindergarten that **do not** have access to the breakfast or lunch program are being claimed for reimbursement. For SMP-only schools, all enrolled students may be claimed.
- Maintain program participation records, financial records, and purchasing records and keep on file for three years plus the current school year
- Submit SMP claims monthly

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## 23. Wisconsin School Day Milk Program (WSDMP)

### **Responsibilities (if applicable)**

- Submit WSDMP contract to DPI to initially enroll in the program. Each following year, indicate participation on online contract.
- Ensure a physician's statement is on file for any student who requires juice in place of milk
- Ensure pasteurized, Wisconsin produced milk is being offered to eligible students in grades PK-5 each day school is in session
- Ensure milk is being served outside of the school's breakfast and/or lunch periods
- Maintain records that show the cost of the milk purchased for the WSDMP
- Maintain records that show the number of half-pints of milk (or juice if physician's statement on file) served to children in grades PK-5 who are eligible for free or reduced price meals
- Ensure only one half pint per eligible student per day is being claimed for reimbursement
- Submit WSDMP claim **each year** by August 31